MMCS Data Entry Quick Reference Sheet

TO LOG ONTO MMCS

Sign onto **MMCS**
Click on **Clients**
Click on **Enrollment**
Double click on **Manage Selections**

TO PULL UP A CASE

Hit **Enter** or **Find Case** (top right corner of form)
Enter **Client case number, SS#, or Client ID** then hit **Enter**
Click **Okay**
This will pull over Case Information

TO ENTER A PLAN SELECTION:

In Plan Type use drop down to select either HMO, CHIP or PCCM
Tab to **Selection Type** use drop down to enter
Tab to **How Educated** use drop down to enter
Tab to Date - defaults to today's date - if educated on a different date change to that date.
. Look to see if the system has a **Suggested Selection** under the clients name in the **Plan** field. If so, this must be voided before a plan can be entered. This action must be taken even if the plan the client selected is the same as the **Suggested Selection**

To VOID a selection:
Put cursor in **Action** field.
Using the drop down box, select '**Void System Selection**'
(all HH members with a Suggested Selection will automatically have a check by their name)
Click on Process Selection
(this will remove the Suggested Selection and clear the Plan field under the clients name)

RESUME ENTERING PLAN SELECTION -
Put cursor in **Action** field
Use drop down box to choose '**Standard Selection**'
Tab to **Who Educated** your name will auto load.
Tab to **Plan Start Date** enter start date MMDD2004 (use 20th of the month rule)
Tab to **Choice Reason** use drop down for selecting reason
Tab to **Plan ID** use drop down to select plan
With cursor check each client that you want to enroll with this plan.
Click on **Process Selection** tab at the bottom of the form
Be sure to include the Change reason if they have a prior plan

TO UPDATE CONTACT DATE:

Selection Type , Name, How Educated must have information entered.
In **Action** field in upper box.
Use drop down to select **'Update Contact Date'**
Check each HH member you want to update
Click on **Process Selection** tab at bottom of the form.
(This action is used to indicate who gave you the information that you are entering. Example: NB only case. You would want to update the parent that you educated and made the plan selection. You can use this action at time of review.)

TO ENTER A NOTE:

Click on the **Notes** button at the bottom of the form
Double click on the next empty line
Select **'Use Single Note Display to Create Note '**
You will get a prompt that asks '**Do you want to proceed**'
Enter thru prompt
Type your note
Hit **Save**
Close Note

TO ENTER AN ALERT:
Using the same note that you have just saved
Go to '**Follow up Action**' in the lower box
Enter information you need follow up on Example: Please Edit
Tab to '**Action Due**' enter date you need to have action completed
Alert will default to the person who is setting this alert. If you wish to transfer this alert to another worker continue with next step. If the alert is for you disregard next step and hit **Save**

To send alert to a worker other than yourself
Tab to '**Owner**' use drop down box to enter Last name and First name of the person you want to send the alert
Hit '**Find**'
If more than one name appears use arrow keys to highlight the correct person.
Hit '**OK**'
Save